

- Access Shared Documents Folder and double click on Datastore Shortcut Icon.
- Log into the AHRS Datastore (160.150.94.15)
- Click on Ad Hoc Query and then click on Datastore Wizard Query
- Click on Soldier core on the top left under Available Subjects
- Click on Soldier Core
- Add the necessary columns
- Change the query title to your last name in all CAPS
- Click Finish
- Filter column by UIC(MUST BE IN ALL CAPS)
- Click Add
- Go to Modify Columns and click
- Put the Columns you are going to group by at the top
- Arrange all other columns in a logical order
- Go to Group and click
- Click on the radio button next to Group
- Click on the drop down menu and select the second column
- Go to sort and click
- Sort any additional columns you are instructed to sort
- To Count: Go to Summarize and click
- Select the column you are counting
- Click the count icon (the count icon is a black and white 1001)
- To Rename a Column: Go to Modify Columns and click
- Highlight the column you are renaming
- Click on the rename icon (the rename icon is a ae)
- Type your new name for the column
- Click OK
- For DISTINCT (removing duplicate lines): Click on Design View on the COGNOS icon bar at the bottom of the page.
- Click on the "Advanced Tab"
- Click Properties
- Click Box "Eliminate Duplicates" (selecting DISTINCT)
- Click Run Query
- To save Query: Click on the Save as icon (three disks) at the bottom right
- The destination defaults to Newsbox
- Click OK
- Click on the Export icon (a page with an arrow pointing right) at the bottom
- The File type defaults to Spreadsheet
- Check "Include the title"
- Click on Export
- Click on save
- Click on Desktop on the left
- Click on Save